



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

October 22, 2003

Florence Johnson, Treasurer
Committee on Letter Carriers Political Education
(Letter Carriers Political Action Fund)
100 Indiana Ave, N.W.
Washington, DC 20001

Response Due Date:
November 21, 2003

Identification Number: C00023580

Reference: May Monthly Report (4/01/03-4/31/03)

Dear Ms. Johnson:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Please amend Schedule B supporting Line 23 by providing the State, Office Sought, and District, if applicable for each contribution made. 11 CFR §104.3(b)(3)(ii) and (v)

-Line 11(a)(i) of the Detailed Summary Page of your report discloses a total of \$63,947.73 in individual Contributions (itemized). The sum of the entries itemized on Schedule A, however, indicates the total to be \$3,857.23. Please amend your report to clarify the discrepancy.

-For your information, all contributions received that aggregate \$200 or less per individual for the calendar year should be reported on Line 11(a)(ii). Contributions received aggregating over \$200 per individual for the calendar year should be reported on Line 11(a)(i) and itemized on Schedule A.

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will

be taken into consideration in determining whether audit action will be initiated. Requests for extensions of time in which to respond will not be considered. Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division) or my local number (202) 694-1137.

Sincerely,



Jane Parks
Campaign Finance Analyst
Reports Analysis Division

